

SECTION 2

RULES FOR CONDUCTING THE RFI PROCEDURE

2.1. Introduction

This RFI includes, in addition to an explanation of the state's needs, instructions regarding the format and content of the information to be submitted. If interested parties discover any ambiguity, conflict, discrepancy, omission, or other error in this RFI, they are requested to notify the state of such error. If the state finds it necessary to modify the RFI, it will do so by issuing an addendum to all parties who have indicated an interest to respond.

2.2. Development and Submission of the Response

2.2.1 Understanding the State's Needs

In order to prepare a meaningful response, the interested party should carefully examine the entire RFI, any addenda and related materials referenced by the RFI.

2.2.2 Electronic Copy of the RFI

The state will provide copies of this RFI on the Internet at www.dgs.ca.gov/telecom. The document will be in Microsoft Word version 6.0 for Windows.

2.2.3 Questions Regarding the RFI

Interested parties requiring clarification of the intent or content of this RFI or on procedural matters regarding the process, may request clarification by submitting questions, clearly marked "Questions Relating to RFI TD-97-01", to the Department Contact listed in Section 1. To ensure a timely response by the state, questions are to be received in writing or by e-mail by the scheduled dates given in Section 1. Questions and answers will be available without identifying the submitter.

2.2.4 Interested Party's Intention to Submit a Response

The state may need to adjust the review schedule to fit the number of expected responses; therefore, interested parties are asked to state in writing, by the date specified in Section 1, their intention to submit a response. The state is also interested as to reasons for not submitting a response.

NOTE: THE SUBMISSION OF A RESPONSE DOES NOT CONSTITUTE ANY COMMITMENT ON THE PART OF THE INTERESTED PARTY EXCEPT THAT THE SUBMITTED INFORMATION IS CORRECT TO THE BEST OF THE RESPONDENT'S KNOWLEDGE. ALSO, THE RESPONDENT'S RIGHT TO COMPETE IN FUTURE PROCUREMENTS IS NOT AFFECTED IN THE EVENT THAT THE PARTY CHOOSES NOT TO SUBMIT A RESPONSE TO THIS RFI.

2.2.5 Preparation and Submission of Responses

2.2.5.1 Completion of Responses

Interested parties may respond as if they would become prime contractor or they may confine their responses to areas of specific capability. Responses should be a detailed, but straightforward and concise, delineation of the contractor's capabilities and services to satisfy the state's need for information as stated in the this RFI. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired.

The state strongly desires that the format described in Section 6 be followed. The timeframes listed in Section 1 for evaluating the RFI responses and issuing a RFP are very ambitious. Consistent use of the defined format will help the state in meeting those dates.

2.2.5.2 Signature on Response

The state cannot afford to plan its telecommunications services based on incomplete or erroneous information. It therefore asks that the response contain a cover letter signed by an authorized individual certifying that the information in the response is true and accurate to the best of his/her knowledge at the time of submittal. The title or position of the signing individual should be shown.

2.2.5.3 Respondent's Costs

Costs for developing responses are the responsibility entirely of the respondent and shall not be chargeable to the state.

2.2.5.4 Delivery of Responses

Mail or deliver responses to the Departmental Official listed in Section 1. The responses are to be received by the state on or before the date specified in Section 1. Plainly mark all copies "Response to RFI TD-97-01". Responses received after the date specified in Section 1 may not be considered in the formulation of the RFP.

2.3. Other Information

2.3.1 Confidentiality

If the respondent finds it desirable or necessary to respond with trade secret information, the respondent may so indicate and request that the state hold such information in confidence. The state will refrain from discussing such information with other respondents and will return the identified information at the conclusion of the RFI process if so requested.

2.3.2 Protests

Since this RFI is not a request for bids on goods and services, and no commitments are required of either party, protests are not appropriate and will not be considered by the state.

2.3.3 Disposition of Proposals

All material submitted in response to this RFI will become the property of the State of California and, with exception of trade secret material as noted above, will be returned only at the state's option and at the respondent's expense.